

This Notice is Current Until Rescinded

COMMUNICATIONS

11 February 1975

STAT

YOUR HELP IS NEEDED IN REDUCING TELEPHONE COSTS

1. The rising costs for all services provided to the Agency is an ever increasing problem. The cost of telephone service is no exception. The telephone company charges the Agency seven cents for each completed "dial 9" outside black line telephone call. Seven cents may seem insignificant unless we consider the total cost of the more than 2.5 million such calls made each year. This cost is in addition to rental fees for telephone exchange equipment, instruments, and lines. Moreover, costs may soon be increased because the telephone company has proposed rate increases for its services in Virginia.

2. Your help in reducing the number of outside black line telephone calls can result in considerable savings. For example, if the number of outside calls can be reduced by one-half the Agency would save at least \$87,500 a year.

3. We invite you to:

- a. Limit outside calls to official calls only.
- b. Use the Inter-Departmental Code System when placing black line calls to other Government agencies. No local charges are made for these calls. Complete information on this system can be found in the Agency telephone directory.
- c. Place official long-distance calls through the Agency operator to take advantage of the Wide Area Telephone Service (WATS) provided by the telephone company at a fixed monthly fee.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE  
Deputy Director  
for  
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)

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Approved For Release 2003/01/27 : CIA-RDP81-00261R000700010015-2

## SUGGESTION EVALUATION REPORT

TO: Executive Secretary  
Suggestion Awards Committee

SUGGESTION NO.

76-330

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☐ ADOPT ☒ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

ADMAG has reviewed the suggestion to officially extend the lunch period by fifteen minutes to bring the regulations in line with the practices observed by the suggestor. After discussing the matter from several points of view, ADMAG arrived at the same conclusion that the present thirty minute lunch period is adequate and violations of this time period are a direct result of supervisory management failing to advise their employees of the legal lunch period and enforcing the regulation.

ADMAG members further observed, from personal experience, that if employees would avoid the peak periods of on the hour and half hour, the slowness of service (elevators, long entry lines and check out lines) would not be encountered.

The DDA has been advised of ADMAG's review, conclusions and recommendation in regards to subject suggestion. ADMAG has recommended to the DDA the issuance of a Headquarters Notice addressing the subject of the lunch period, stating the Agency policy on the subject.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

STATINTL

DATE

28 May 1976

and title)

Chairman, ADMAG

FORM 2-70 244b USE PREVIOUS EDITIONS

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(43)

Approved For Release 2003/01/27 : CIA-RDP81-00261R000700010015-2

# Federal Column

## Longer Work Day

## May Be in Offing

By Joseph Young

Washington Star Staff Writer

Washington Star  
30 March 1976

CPYRGHT

The rapidly-growing use of flexitime in government could mean a longer workday for federal employees if the General Accounting Office is any criterion.

The GAO, which polices and issues decisions on federal agencies' personnel actions, has switched to a flexitime work schedule for its own employees, and in the process has added 15 minutes to its workday.

This is because the 30 minutes allotted for lunchtime has been extended to 45 minutes. The lunch period is not part of the 8-hour day.

The GAO switched to a flexible work schedule of 6 a.m. to 6 p.m., with such factors as the convenience of the employees in such matters as carpools and personal obligations, as well as the agency's workload, to be taken into consideration in determining the workday of the various offices and bureaus.

IN AUTHORIZING the flexitime workday schedule within the framework of an 8-hour workday, Comptroller General Elmer Staats ordered the lunch hour extended from 30 to 45 minutes.

Staats said the 45-minute lunch hour was necessitated "because of the crowded conditions in the cafeteria and relative unavailability of other luncheon facilities in the area."

Staats added, "The 45-minute lunch period will provide employees the opportunity to have a more leisurely lunch and a longer break from the daily routine. This should benefit both the employee and over-all productivity."

But many GAO employees are unhappy over the 45-minute lunch hour. What they're not saying is that many employees already take 45 minutes for lunch, but it is only counted as 30 minutes. Thus, the longer lunch period means a longer work day without actually increasing the lunch period for many.

\* \* \* \*

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TO: Executive Secretary  
Suggestion Awards Committee

SUGGESTION NO.

76-330

SUSPENSE DATE

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1. ACTION RECOMMENDED ☐ ADOPT ☐ DECLINE ☒ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

The subject of flextime has been under consideration in Government agencies for the past several years, and there is presently a Bill in Congress to authorize a three-year experiment in certain agencies.

With reference to the specific suggestion, we recommend it be referred to the Office of the DD/A. It is our understanding that work hours in the Agency are administered primarily by that Office.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

25X1A

DATE

10 March 1976

R (Type name and title)

Chief, Review Staff, Office of Personnel

FORM 2-70 244b USE PREVIOUS EDITIONS

☐ UNCLASSIFIED☐ INTERNAL  
USE ONLY☐ CONFIDENTIAL☐ SECRET (43)

Approved For Release 2003/01/27 : CIA-RDP81-00261R000700010015-2

TITLE OR SUBJECT OF SUGGESTION Modification of work hours.	SUGGESTION NO. 76-330
PRESENT METHOD <p>Agency employees are now authorized to take no more than 1/2 hour for lunch.</p>	
I SUGGEST <p>I suggest that the lunch period be lengthened to 45 minutes, and that the employees' work day be extended by 15 minutes with each individual given the option, consistent with office staffing procedures, of either reporting 15 minutes before current duty hours, or staying 15 minutes beyond current duty hours to preserve the 8 hour work day.</p>	
ADVANTAGES <p>Whether we wish to acknowledge it or not, for a variety of reasons a significant number of Agency people take more than the authorized 30 minutes for lunch. At times this is unavoidable given the slowness of peak hour elevator service, and long entry lines and checkout lines in the cafeteria. The main problem, however, is that many people regard the extended lunch period as the norm. We should recognize this officially and lengthen the work day to make up for the time lost at lunch. This modest application of flexitime would result in considerable monetary savings arising from the availability of increased time for productivity.</p>	

FORM 244  
(1-71)USE PREVIOUS  
EDITIONS☐ SECRET☐ CONFIDENTIAL☒ ADMINISTRATIVE  
INTERNAL USE ONLY☐ UNCLASSIFIED (47)

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SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY  
SUGGESTION AND ACHIEVEMENT  
AWARDS COMMITTEE  
5-E-54, HEADQUARTERS

EXTENSION

NO.

76-330

DATE

5 April 1976

STAT

TO: (Officer designation, room number, and building)

25X1A

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [redacted] Chmn.  
DDA MAG  
1 B 16 HeadquartersWayne:

Here's the case I mentioned on the phone today.

The suggester is a division chief in a DDI office and may be having production (or supervisory) problems.

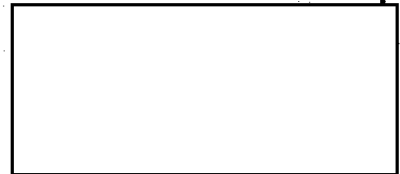
Copy of OP evaluation is also attached.

We received the suggestion on 3 March and, as you'll note, we received the newspaper article from the suggester on 31 Mar 76.

To enable us to resolve this case we will appreciate any study and analysis DDA MAG can do to include getting reactions from the Office of the DDA concerning your conclusions and recommendations.

Many thanks.

25X1A

13. EXECUTIVE SECRETARY  
SUGGESTION AND ACHIEVEMENT  
AWARDS COMMITTEE  
14. 5-E-54, HEADQUARTERS

15.

FORM  
3-62

610

USE PREVIOUS  
EDITIONS

SECRET



CONFIDENTIAL

INTERNAL  
USE ONLY

UNCLASSIFIED

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	
1		3/31/76	
2	Rm. 5E54 Hq. Bldg.		
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	X INFORMATION	SIGNATURE
<b>Remarks:</b>  <p style="text-align: center;">The attached article bears on my suggestion No. 76-330. The article may or may not be useful in arriving at a judgement regarding the suggestion.</p>			
FOLD HERE TO RETURN TO SENDER			

25X1A

25X1A

6 April 1976

TO: ADMAG Members

Attached is an employee suggestion referred to ADMAG by the Suggestion Awards Committee. Apparently, the Office of the DDA is principally responsible for administration of work hours, as shown in the Office of Personnel evaluation. Would appreciate any expertise and comments from ADMAG members on this subject at the next ADMAG meeting.

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